

Vacant Position

The Kenya Association of Manufacturers (KAM), established in 1959, is a membership organization representing over 750 leading manufacturing and value-add companies in Kenya. KAM is seeking to competitively fill the following vacant position:-

Designation: Chapter Intern

Reporting to: Chapter Officer -Industrial Area

Contract Type: Six Months

Location: Industrial Area, Nairobi

Job Purpose:

To enable the intern acquire on-the-job skills while supporting the Membership Unit in delivery of services to KAM members within the Industrial Area and Surrounding Region with the objective of recruiting and retaining a broad based membership.

Key objectives

1. Membership growth
2. Capacity building
3. Information dissemination
4. Timely and accurate reports

Duties and Responsibilities

The specific duties and responsibilities will include, but not limited to the following:-

1. Assist in membership recruitment, retention and to ensure a vibrant and active membership;
2. Support in addressing Members' advocacy issues and where necessary liaising with County government and other government agencies on issues of concern to chapter members;
3. Support in organizing and coordinating chapter activities - meetings, seminars, workshops and other functions in consultation with the Chapter chairman and /or the Secretariat;
4. Assist in publishing monthly chapter newsletter with information relevant to members;
5. Follow up on outstanding subscription from members;
6. Support in the coordination of Regional & County Business Agenda activities /BMOs Coalition activities at chapter;
7. Support to administer policy formulation to ensure ease of doing business for members;
8. Database Development, updating /maintenance of members database to enhance KAM services and network;
9. Assist in performing administrative functions for the regional office.
10. Perform any other duties as may be assigned by the CEO from time to time;

Qualifications:

1. Degree in Communications, PR/Marketing, Political Science, Business Development or their equivalent,
2. Previous experience in advocacy work an added advantage /desirable
3. Advanced training or experience in Marketing of services an added advantage,
4. Good experience in event management and Client Support is an added advantage

Personal attributes:

1. Excellent relationship management and networking skills
2. Excellent written and verbal communication skills
3. Excellent Marketing and presentation skills
4. Knowledge of the industrial sector in Kenya and willingness to learn global trends.
5. Effective organizational skills and ability to multitask.
6. Team player and enthusiastic with keen attention to detail

How to apply:

Qualified and interested candidates should complete the online application form and submit their **CV only** to hr@kam.co.ke indicating the word "**Regional Intern**" on the subject line of the email so as to reach us **not later than February 14, 2020**. Click on Link to apply [here](#):

Only shortlisted candidates shall be contacted.